

NURSE RECRUITER

DEFINITION:

Under general direction of the Departmental Personnel and Training Administrator to perform varied personnel and administrative work of average difficulty in order to recruit and retain Registered Nurses and other nursing staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class in the Health and Human Services Agency (HHSA). The incumbent is responsible for recruiting RNs and coordinating the activity with the HHSA, Human Resources, Chief Nurses, Risk Management, and HHSA management staff. An employee in this class identifies problems and recommends solutions in areas related to retention of RNs. This class is distinguished from HR Analyst in that the technical personnel knowledge is limited to recruiting and that specific knowledge of the nursing profession, health care systems, and hospital policies and practices is required.

EXAMPLES OF DUTIES:

Develops and maintains an ongoing recruitment effort by establishing liaisons with nurse training institutions; attends job fairs; determines most efficient and effective recruitment advertising; accesses current staff as recruiters; analyzes turnover and rejection of employment offices; responds to inquiries from potential applicants; develops follow-up systems; and checks references; acts as an ombudsman for nursing staff and as resource person to recommend alternative solutions to management staff on problems related to hospital personnel policies and practices, departmental procedures, and HHSA personnel practices or procedures.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Effective recruitment methods to attract RNs.
- Diverse nursing environments and specialties.
- State laws and JCAH requirements relevant to the preparation, licensing, hiring and disciplining of RNs.
- Equal employment opportunity/affirmative action guidelines and strategies.

General Knowledge of:

- Hospital and clinic management practices and procedures.
- Nursing principles and practices in the following specialties: psychiatric, geriatric, and public health.
- Public personnel management.
- Labor relations.

Skills and Abilities to:

- Collect, analyze and draw logical conclusions from data.

- Exercise sound judgment and initiative.
- Perceive organizational implications of decisions and recommendations.
- Write clear and concise letters, reports and memorandum.
- Communicate and work effectively with representatives of various levels of management, various communities, applicants and employees.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

Professional nurse recruiting and related personnel administration experience in either a public or private health care organization and experience as a hospital staff RN or RN supervisor.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A California Registered Nurse license is highly desirable.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.